

Information Technology Acceptable Use Policy - [ASH MS AUP](#)

The American School of the Hague provides students with access to Information Technology resources for educational use. These resources include network computers, email, online subscriptions, application programs and internet. Access to these resources is regarded as a privilege. Students and parents should carefully read the expectations below. Students should understand their responsibilities, and abide by this Middle School IT Acceptable Use Agreement.

To have access to ASH IT resources, students should abide by the school's Core Values, and:

- **Respect Property:** Treat all IT equipment with care
- **Respect ASH Staff:** Use IT resources only under the direction and supervision of ASH staff
- **Respect the Environment:** Only print what you absolutely need (school work only!)
- **Respect Privacy:** Never give your password to someone else, and never log in under another user name
- **Respect Others:** Use Netiquette - be courteous and respectful to others at all times
- **Respect Copyright Laws:** Always cite sources when using information, images, or other media
- **Respect Software Copyright Laws:** Use only software programs provided by and installed by ASH
- **Respect Network Security:** Use only those areas of the network designated for students
- **Respect Yourself:** Never give personal information about yourself to strangers

Warning: All ASH computers are monitored. Failure to abide by these conditions may result in loss of access to IT resources for a period specified by ASH staff.

Middle School Students and Parents/Guardians: Please read the Acceptable Use Policy and complete this form to indicate your agreement. You need to complete this form at the beginning of every year.

*Student's First Name

*Student's Last Name

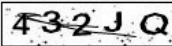
*Student's Grade ☐ 5 ☐ 6 ☐ 7
☐ 8

*I accept this agreement ☐ (student check here)

*Parent/Guardian's First Name

*Parent/Guardian's Last Name

*I support this agreement ☐ (parent/guardian check here)


To verify that you are not an automated system, please enter the characters in the image.

Information Technology Acceptable Use Policy - [ASH HS AUP](#)

The American School of The Hague (ASH) provides all ASH students with access to computers/laptops, FirstClass email system, the Internet, and an array of technology resources and applications to promote educational excellence.

Students may use these IT Resources for class work, research, the preparation of assignments, communication and the development of skills in using a computer.

Care must be taken to ensure the resources are protected from harm and that students are not exposed to offensive or illegal materials. Students and parents should carefully read the conditions stated below. To have access to the schools' IT resources, students must, each year, agree to abide by this ASH IT Acceptable Use Policy. It is the joint responsibility of staff and the parent or guardian of each student to educate the student about their responsibilities and to establish ethical expectations when using technology.

For my own personal safety:

I will be aware of "stranger danger", when I am communicating online.

I will not disclose or share personal information about myself or others while online.

I will not share my username or password.

Access is a privilege, not a right. Just as students are responsible for good behavior in a classroom or school hallway, they must also be responsible when using school computer networks or personal technologies. Students may use equipment and resources that are made available by the school under the following conditions:

- 1. Students will not give their password to any other person** or log in under another user name under any circumstances. Sharing passwords is a security risk.
- 2. Privacy and network security are to be observed.** Students must not under any circumstances access files, software or areas of the network which are not designated for their use.
- 3. All students will be given a FirstClass email account** and are expected to check this account on a regular basis.
- 4. Students will have access to a file storage location** (file server) to store their school-related files. Access to this "personal directory" is restricted to the user and network administrators, and, in some cases, teachers.
- 5. All access to ASH computers is subject to monitoring and logging.** Files stored on ASH IT resources are also subject to monitoring. Files found to contain materials inappropriate for school use and/or virus infections are subject to deletion. Where appropriate, disciplinary action may be taken.
- 6. Only software purchased or approved by the school,** and installed by the school, can be used on school equipment. Students who have been issued a laptop can expect their computer to be periodically inspected.
- 7. Using proxy sites** or other means to subvert the school's filtering system are not allowed.
- 8. Direct communications** such as social networks will be used only under the supervision of a teacher and only as part of educational on-line activities.

9. Cyber bullying is not acceptable ethical behavior. "Cyber bullying" shall mean using communication methods on the internet to:

- a. send or post cruel messages or images, or sensitive and private information
- b. threaten others
- c. exclude others
- d. harass, intimidate others
- e. pretend to be someone else

10. Plagiarism, Piracy and Copyright Infringement

- a. Students will not plagiarize. Plagiarism is taking the ideas or writing of others and presenting them as if they were yours.
- b. Software copyright is to be observed at all times - in accordance with the software publisher's agreement. It is illegal to use, copy or distribute software in violation of the publisher's user agreement. Illegal software is not to be copied to ASH computers.
- c. Students will respect the rights of copyright owners.

11. Sustainability

- a. print responsibly and consider the environment before printing
- b. if something did not print the first time, it probably won't print the second time, avoid extra print jobs

Abuse or deliberate misuse of computer equipment and software or deliberate breaches of the conditions of this agreement may result in restrictions to computer access by the student(s) involved and result in discipline by school administration.

High School Students: Please read the Acceptable Use Policy and complete this form to indicate your agreement.
You need to complete this form at the beginning of every year.

*First Name

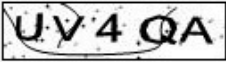
*Last Name

*Grade

*Advisor's Last Name
(enter Advisor's last name only)

I understand the conditions under which technology/internet access is made available and will conduct myself within the terms of this agreement.

*I accept this agreement ☐ (check here)



To verify that you are not an automated system, please enter the characters in the image.